Republic of the Philippines
TANZA WATER DISTRICT
A. Soriano Highway, Tanza, Cavite
Tel. Nos.: (046) 484-1813 / (046) 505-2906

Republic of the Philippines
Civil Service Commission
Cavite Field Office
RECEIVED
22 JAN 2020
1:55 pm

January 22, 2020

DIR. MA. THERESA R. POBLADOR
Director II
Civil Service Commission (CSC) – Field Office
Provincial Capitol Compound
Trece Martires City, Cavite

TWD copy

Dear Director Poblador:

In compliance with RA 7041, CSC Resolution No. 1701009 and CSC MC No. 14, S. 2018, we are respectfully submitting herewith a publication for four (4) vacant positions in TANZA WATER DISTRICT (TWD) dated January 22, 2020, for your reference.

Thank you very much and best regards.

Very truly yours,

ENGR. MYRNA P. BOBADILLA
General Manager

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION IV, CSFO – CAVITE

Date of Release: January 22, 2020

PUBLISHED BY THE CIVIL SERVICE COMMISSION
REGION IV, CSFO - CAVITE

CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must in MS Excel format

Republic of the Philippines
TANZA WATER DISTRICT
Request for Publication of Vacant Positions

RECEIVED
22 JAN 2020

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the TANZA WATER DISTRICT in the CSC website:

KAREN P. MAESTRADO
Division Manager B - AGSD

Date: January 22, 2020

No.	Position Title **(Parenthetical Title, if applicable)**	Plantilla Item No.	Salary/ Job/ Pay Grade	**Monthly Salary**	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Water Maintenance Man A	25	12	22938	Elementary School Graduate	8 hours of relevant training	2 years of relevant experienc	None required (MC 10, s. 2013 - Cat. III)	n/a	Construction and Maintenance Division
2	Industrial Relations Management Assistant B	23	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	n/a	Administrative and Genera Services Division
3	Customer Service Assistant E	75	4	13214	Completion of two years studies in college	None required	None required	Career Service Subprofessional	n/a	Customer Accounts and Services Division
4	Administration Services Aide	84	4	13214	Elementary School Graduate	None required	None required	None required	n/a	Administrative and Genera Services Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 31, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

This office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Engr. MYRNA P. BOBADILLA

General Manager

Tanza Water District, A. Soriano Highway, Tanza, Cavite

tanza_wd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Civil Service Commission Region IV
Cavite Field Office
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27 JAN 2020